

**Amendment  
To the Northeast Temperate  
Inventory & Monitoring Network Charter**

**14 August 2003**

**Amendment 1.**

This amendment designates a Point of Contact for the Northeast Temperate Network (NETN) National Park Service Species Database (NPSpecies) as follows:

I. NETN Point of Contact Justification

The National Park Species database was developed by the National Park Service Inventory and Monitoring (I&M) Program to store, manage and disseminate scientific information on the biodiversity of organisms in National Parks throughout the United States and its territories. The master version of NPSpecies is a password-protected, web-based system; this is accompanied by a PC-based version that can be run from an individual computer using Microsoft Access. With the expansion of NPSpecies resulting from the completion of many data mining and inventory projects, The National Park Service Inventory and Monitoring Program has requested that networks and parks designate an official NPSpecies Point of Contact (POC) to streamline communication among parks, networks, and the national I&M program regarding NPSpecies status and issues.

This Amendment to the NETN Charter defines the roles and responsibilities of the NPSpecies POC, designates a POC until the NPSpecies database for the network has been certified, and provides a means to change POC designation.

II. NETN NPSpecies Point of Contact Responsibilities

- 1. Manage NPSpecies access.* The POC will acquire login and password codes for all network park staff needing access to NPSpecies and will coordinate with WASO staff to ensure that the appropriate level of database permissions and control are granted (e.g., read only, read-edit, or read-edit-delete access). The POC shall be responsible for maintaining these permissions in the event of staff employment, duty station, or responsibility changes.
- 2. Provide orientation and technical support to park staff on NPSpecies use.* The POC will orient NPSpecies users on the overall structure and function of NPSpecies and provide guidance on its use.
- 3. Convert legacy data sets into formats compatible with NPSpecies.* The POC will work with park staff to locate data sets containing NPSpecies-related information and enter any appropriate information into NPSpecies.
- 4. Ensure that voucher data obtained by WASO from national data mining efforts is accurately converted to NPSpecies and reviewed.* As WASO staff obtains park-specific data from national and regional museums and herbaria, the POC will ensure that these data are accurately converted to NPSpecies and that these data are made available for review by park-based staff.

5. *Ensure any new NPSpecies-related data collected from I&M or park projects are incorporated into NPSpecies.* The POC will work with I&M cooperators and park resource management staff to ensure that NPSpecies is properly updated to include any new data collected in the course of park research, management projects, or general operation.
6. *Ensure that sensitive data are designated as such and that user access permissions are coded appropriately.* The POC will ensure that sensitive records and NPSpecies user access permissions are appropriately coded. The POC will work with park staff to identify these records for each park.
7. *Ensure that species lists are reviewed by appropriate individuals and certified.* The completeness and accuracy of species-list data in NPSpecies will be assessed by qualified reviewers (park staff or other) on a regular basis (DO #11B: Ensuring Quality of Information Disseminated by the National Park Service). The POC will be responsible for ensuring this review and certification process is undertaken and completed.
8. *Ensure that new species vouchers are entered into ANCS+ and NPSpecies.*
9. *Ensure that species nomenclature used for park species lists is referenced and accepted by leading authorities, and, to the extent possible, is compatible among network parks.*
10. *Ensure that all sources of NPSpecies records are documented, and that additions, changes or deletions to records are substantiated and performed with the concurrence of park staff.*

Successful NPSpecies development and administration depends on ongoing coordination and good communication between the POC and park staff. A close working relationship between the POC and park resource management and curatorial staff will be emphasized at all times.

### III. NPSpecies Point of Contact Designation

By this amendment, the Northeast Temperate Network Inventory and Monitoring Program Data Manager is designated as the NPSpecies Point of Contact for park units within NETN. As POC for each park the NETN Data Manager will meet the responsibilities listed under Section II of this agreement. A centralized effort at the network level helps ensure high quality control standards and relieves park resource management staff from many of the ongoing tasks related to NPSpecies database management. Database work will be closely coordinated between the NETN Data Manager and individual park staff and NPSpecies data will be readily accessible and available to park personnel.

### IV. NPSpecies Point of Contact Designation Changes

The NETN Data Manager will serve in the POC role for each park until such time that NPSpecies database is certified. Individual parks will have the choice of taking over the role of POC upon certification of the NPSpecies database or parks may continue to maintain the NETN Data Manager as the park POC. Parks may request that the POC designation be changed at anytime and the NETN Data Manager will keep track of POC designations.